

## CHAPTER 5

### REFERRAL PROCEDURES

#### I. GENERAL

The following will be observed in the operation of the DISCAS:

- A. Referral for vacant positions grade 13" and above is required for General Intelligence (0132) and Scientific and Technical positions (Non-Cryptologic). Referral for Intelligence Related positions and grade 12 and below positions is at the option of management.
- B. Appointment of applicants from outside the DISCAS inventory above the entry level will normally be made only when qualified candidates are not available within the career system. The decision to concurrently consider candidates outside the DISCAS inventory will be based upon applicable component and/or Office of Personnel Management (OPM) directives/regulations.
- C. To provide greater opportunity for career broadening and developmental reassignments, priority consideration for staffing of vacant positions should be given to reassignment candidates provided on DISCAS referral listings.
- D. Selection of a candidate not on a required DISCAS referral listing (see A. above) requires that the selecting official provide written explanation to the DIA ICDP Office for non-selection from the DISCAS referral listing (See Figure 5-5).
- E. Exceptions to DISCAS referral procedures:
  - 1. Non-competitive promotion of an employee to the full performance level of the employee's documented current career ladder position, provided the position is initially filled at a grade below grade 13 (i.e., a grade 14 position filled at the grade 11 level with a full performance (target) level of grade 14).
  - 2. "Rank-in-the-Person" or "Impact-of-Person-on-the-Job" promotion concept, based on Component regulations.
  - 3. Career promotions such as those resulting from reclassification or when a position is reconstituted at a higher grade because of the accretion of additional duties and responsibilities, or when a position is upgraded without significant change in duties and responsibilities on the basis of either the issuance of a new classification standard or the correction of a classification error.
  - 4. Reappointment of an employee previously RIFed.
  - 5. Placement of employees who are surplus to requirements or who are being displaced due to reduction-in-force or functional transfer.
  - 6. Placement of employees to satisfy reemployment rights.
  - 7. Rotational assignments or details of an employee at the same grade level for developmental purposes when such rotation or detail is made in furtherance of the employee's career plan.

8. Lateral reassignments. Components are authorized to effect lateral reassignments within activities for career program employees.
  9. Components are authorized, in accordance with Chapter 335 of the Federal Personnel Manual, to effect repromotion of any employee to a grade or position from which the employee was demoted without personal cause, that is, without misconduct or inefficiency on the part of the employee and not at the employee's request. Acceptance of a lower-grade position in lieu of reduction-in-force or in lieu of relocation in a transfer of function is not a demotion at the employee's request for this purpose.
  10. Temporary promotions. When positions are temporarily vacated and are being filled on a *temporary* basis, e.g., while the incumbent is away for prolonged rotational assignment, training, extended sick leave, military duty, etc., components are authorized to ~~effect~~ temporary promotion without competition if the promotion is not to exceed 120 days, and with local competition if the temporary promotion is expected to extend beyond 120 days, as an exception to mandatory DISCAS referral procedures.
- II. SCREENING. Factors by which candidates maybe screened are: (1) experience, (2) length of experience, (3) recency of experience, (4) formal education, (5) training, (6) foreign language skills, and (7) combinations thereof.
- A. Type of Experience.
1. *Mandatory Qualifying Experience.* Experience requirements may be expressed in terms of Functional Areas, ~~and/or~~ Occupational Specialties, and/or Political Geographic Areas (chapter 4, section A, part 1,2,&3 respectively). These skill descriptors are to be used to describe the minimum essential **qualifications** and more than one mandatory requirement from each area may be stipulated if necessary. ~~Care~~ should be taken in specifying mandatory screening factors, since any employee who does not have all mandatory factors will be screened out of the list of eligibles.
  2. *Supporting Experience.* ~~In~~ addition to mandatory qualifying experience, additional supporting experience may be added to the screening criteria. Using the Occupational Specialties described in chapter 4, section A, part 2, the requesting **official** may list related, supporting specialties, which would broaden an employee's opportunity to **qualify** for referral.
- B. *Length of Experience.*
1. *Minimum Length of Experience.* A requesting official may indicate minimum length of experience requirements on a request for referral in accordance with component or OPM qualification standards. Length of specialized experience beyond minimum **qualifying** standards maybe indicated in an effort to narrow the number of candidates retrieved to include only the highly qualified or best **qualified** candidates. If no length of experience requirement is stipulated on the referral request, the DoD ICDP Office will apply the provisions of OPM Handbook X-118, requiring at least three years of specialized experience for positions grade 11 and above. In the event that the skills inventory does not identify a reasonable number of highly qualified candidates, the DoD ICDP Office will retain the option of lowering the request to minimum years of specialized experience as indicated in the X-118 or Component Qualification Standards.

## 2. *Relationship of Occupational Specialties to Length of Experience.*

- a. If a requestor specifies mandatory specialties only, the total length of experience will be computed on the length of the mandatory specialties only.
  - b. If a requestor specifies mandatory and supporting specialties, the-total length of experience will be the sum of the length of the supporting specialties added to the length of the mandatory specialties.
  - c. In either case the employee may satisfy the length of experience requirement, provided he/she possesses the required length of experience in the mandatory occupational specialties.
- c . *Recency of Experience.* A requestor may stipulate **recency** of experience by indicating the latest year that an employee must have performed an occupational specialty. Recency may be associated with mandatory qualifying experience and/or supporting experiences, but will be considered as a mandatory requirement when indicated on the request.
- D. *Formal Education* may be used in screening where authorized by component regulations or Office of Personnel Management (OPM) or for those positions for which appropriate exceptions have been approved.
- E. *Training.* Training may be used in screening by specifying successful completion of a prescribed course or an approved equivalent as provided in chapter 6 of this manual. It is assumed that all registered personnel have satisfied the mandatory training requirements for the particular career level they held as of August 1973.
- F. *Foreign Language Skill.* Foreign language skill may be used as a screening criteria for positions that have a mandatory requirement for a particular language. Requesters may stipulate language and the required level of proficiency (see chapter 4, section A, part 4).
- G. *Additional Screening Factors.* screening factors other than those outlined above will be authorized **only** when prior **approval** is obtained from the **Office** of the Assistant Secretary of Defense (Force Management and Personnel).

## 111. CANDIDATE REFERRAL

- A. *Standard Option:* Components will receive a printout of all candidates, grouped by reassignment and promotion eligibles, who meet the parameters of the screening request. If the total number of candidates retrieved exceeds a reasonable number, the DoD ICDP Office will make inquiry of the requestor to determine if additional parameters should be applied. Based upon the requestor, the ICDP office, OT-1, will (1) mail the letter of Interest and Availability to all candidates appearing on the listing, or (2) send them directly to the CPO for distribution by that office.
- B. *Assessment Option:* The DoD ICDP Office will provide computerized candidate assessment for the purpose of narrowing the number of candidates to be referred to a maximum of 15 for reassignment and a maximum of 25 for promotion. Assessment will be based on (1) quantity of qualifying experience, (2) level of formal education, and (3) number of outstanding performance ratings. A candidate can accrue 100 points for experience, 45 for level of formal education,

and 30 for outstanding performance ratings, for a total maximum score of 175. Assessed candidates will be referred in alphabetical order. The ICDP Office, OT-1, will mail the letters of Interest and Availability to each candidate appearing on the listing.

1. *Experience.* The following table shows the points assigned to the years of qualifying experience.

Total Years of Qualifying Experience	Points
1	62
2	66
3	70
4	74
5	78
6	82
7	86
8	88
9	90
10	92
11	93
12	94
13	95
14	96
15	97
16	97
17	97
18	99
19	99
20	99
21 or more	100

2. *Formal Education:* The levels of civilian education listed in chapter 4, section A, part 5, are given numerical codes. The codes representing the employee's civilian education level will be multiplied by two plus one ((code  $\times 2$ ) + 1) for a maximum score of 45.
3. *Performance Awards:* The number of outstanding performance awards which an employee has received will be multiplied by 5 with a maximum score not to exceed 30.
4. *Assignment of Points:* The sum of the various ranking points for each employee will determine his total score.

Example:	An employee who has:	Points
	5 years of qualifying experience	78
	Master's Degree (34 + 1)	35
	2 Outstanding-Performance Awards	10
		123

#### IV. PROCEDURES:

- A. The selecting official and/or Career Panel, as appropriate, will coordinate with the servicing CPO in establishing the criteria which are appropriate for screening for the specific position. The servicing CPO will determine which of the

screening factors above the minimum special component or OPM qualifications will be used in submitting the Request for Referral Listing.

B. The CPO, in accordance with component procedures, will submit the following to the DoD ICDP Office:

1. Requests for DISCAS referral in the format specified in Figure 5-1 of this chapter;
2. An unclassified position description;
3. A completed Interest and Availability (I&A) Letter (Figure 5-3 of this chapter), coordinated with management and containing.
  - a. Title, grade, series;
  - b. A brief, unclassified description of the vacancy, its location and duties; and,
  - c. Position related experience/knowledge area questions to solicit responses from candidates regarding the extent of their experience and knowledge in these areas.

Message requests may be submitted using the same general format and including a brief description of the duties of the position in place of a position description which is normally attached to letter requests. The message should also contain the position related experience/knowledge areas as mentioned above.

C. Upon receipt of the request for referral, the DoD ICDP Office will coordinate the request to ensure clarity and completeness of criteria, if necessary.

D. The DoD ICDP Office will obtain a listing of **qualified** eligibles for the vacancy by applying approved screening requirements and, when stipulated, the assessment factors. The referral listing will contain promotion eligibles and reassignment candidates; the validation date will be 90 days from the date the referral list is issued. One **30-day** extension maybe authorized by the DoD ICDP Office upon **specific** request by the servicing CPO. If a selection is not made and announced by the validation date, the referral list is automatically declared invalid and must be returned to the DoD ICDP Office for an updated list. The referral list, with appropriate Employee **Qualification** Records, will be released to the requesting DoD component concurrent with the release of the Interest and Availability letters.

E. When standard option is requested, the DoD ICDP Office will (1) mail the letter of Interest and Availability (**I&A**) to all candidates appearing on the referral, or, (2) will send them directly to the CPO for distribution by that office (see paragraph III.A. of this chapter).

F. **When** assessment option is requested, the DoD ICDP Office will mail the letter “of Interest Availability (**I&A**) to the reassignment candidates (up to 15) and the promotional candidates (up to 25) based on the DISCAS assessment score (see paragraph III.B. of this chapter).

G. The requesting activity will receive the referral lists from the DoD ICDP Office “and responses concerning candidates’ availability. On referral listings, the selecting activity will indicate those candidates who have stated their non-availability

or those who have failed to respond. The selecting official and/or Career Panel, as appropriate, will make such arrangements as appropriate for interviewing candidates, make such contacts as may be necessary to obtain supplementary information upon which to base a decision to select or non-select, and carefully consider each available DoD employee on the referral listing. (If the total number of available candidates is Less *than five*, another listing of eligibles, using expanded screening criteria, may be requested from DISCAS). The selecting official, and/or Career panel, as appropriate, will make written justification showing the basis, **specific** reason, for selection/non-selection of candidates appearing on the DIA Form 316 list. (General comments, e.g., “not ranked as highly qualified by panel” are *not* acceptable.)

- H. The selecting official will submit written explanation in the format specified in Figure 5-5 to the DIA ICDP Office for the selection of any candidate not on a required DISCAS referral listing (see paragraphs I. A. & D. above). Explanation must clearly show the basis for selection and non-selection of the interested and available candidates on the referral list.
- I. The selecting official and/or Career Panel, as appropriate, will return the original annotated referral listing to the servicing CPO along with the responses of availability received from the candidates and other supporting documents (e.g., written explanation for non-selection of interested and available candidates on the referral list).
- J. The servicing CPO will, upon receipt of the referral listing indicating selection and containing annotations of selection rationalizations, assure that selections have been made in accordance with established procedures. The CPO will perform such administrative duties as are normally assigned to personnel offices in appointing, reassigning or promoting the selected individual to the vacant position in accordance with established procedures. (NOTE: The security standards of the respective DoD components, although compatible, are not the same. The sensitivity of certain positions within the ICDP community may in some instances limit individual career mobility. It is the *gaining* component’s responsibility to ascertain that individuals coming to that component, by **rotation/temporary** transfer/permanent assignment, meet the security standards of that component.) CPOs will also notify non-selected candidates that the position has been filled/**cancelled**. A sample letter of notification is included as Figure 5-2 of this chapter.
- K. Within **10 workdays** of the effective date of the **staffing** action, the servicing CPO will forward to the DoD ICDP Office, in accordance with component procedures, one copy of the annotated referral list (DIA Form 316), containing comments explaining the **selection/nonselection** of each candidate who indicated availability, the responses of candidate availability, and, if selection was made from outside the referral list, a copy of the selecting official’s written explanation for **non**-election. Referral lists which are issued and do not result in selection must also be returned with a comment concerning the action taken. A sample follow-up letter is Figure 5-4 to this chapter.

## V. INTERPRETATION

‘These procedures will be interpreted consistent with appropriate provisions and requirements of the Federal Personnel Manual.

Figure 5-1

TO: Defense Intelligence Agency  
ATTN: OT-1  
Washington, DC 20340-5200

SUBJECT: Request for Referral Listing

1. Request a referral listing to be issued to fill the following vacancy:

a. Position Title:

b. Occupation Series and Grade:

c. Name and Location of Employing Office:

d. Duty Station (City-State-Country>

e. Required Security Clearance Level: \_\_\_\_\_
2. Request the following screening criteria be used

a. Mandatory Functional Area(s) \_\_\_\_\_  
AND/OR \_\_\_\_\_

b. Mandatory Political/Geographic Area(s): \_\_\_\_\_  
AND/OR \_\_\_\_\_

c. Mandatory Occupational Specialty: _____	Recency Year”
AND/OR _____	
AND/OR _____	
AND/OR _____	
AND/OR _____	
- e. Total required length of experience in Mandatory specialties only\_ years.

Required length of experience including Mandatory and Supporting Specialties:  
\_\_\_\_\_ years.
- f. Formal Education: \_\_\_\_\_

g. Training \_\_\_\_\_

h. Foreign Language and Level of Proficiency: \_\_\_\_\_
3. Referral Option (Check One)

\_\_\_\_\_ Standard Option: All candidates are requested.

Request I&A Ltrs Mailed By \_\_\_\_\_ CPO \_\_\_\_\_ DIA/OT-1

\_\_\_\_\_ Assessment Option: Assessed candidates are requested.
4. Referral lists and responses concerning candidates’ availability are to be forward-  
ed to:

a. Name:

b. Title:

c. Command and Address:

d. Phone/AUTOVON:

e. Point of Contact (Subject Matter Expert) for code verification:

- 2 Enclosures

1. Unclassified Position Description Must be Attached.

2. Completed Interest and Availability (I&A) Letter Must be Attached.
- Signature Block

## VI. INSTRUCTIONS FOR COMPLETING REQUEST FOR REFERRAL (Figure 5-1).

### A. Paragraph 1

1. Items a. through d.—Self Explanatory
2. Item e.—Enter highest required security level required:
 

a. None	d. Top Secret
b. Confidential	e. S1
c. Secret	f. SAO

### B. Paragraph 2

1. Items a. & b.— Requestor may or may not stipulate factors for these screening criteria; if an entry is made, however, it will become a mandatory minimum requirement for screening. Requesters may list several factors of which *all* must be satisfied, or several factors from which any one would be satisfactory. Circle an AND or OR as appropriate. (see chapter 4, section A, parts 1 & 3 for correct abbreviations.) These items may be left blank.
2. Item c.—At least one entry must be made for Mandatory Occupational Specialty which will be considered as a mandatory minimum requirement for screening. Requesters may list several factors of which *all* must be satisfied, or several factors from which any one would be satisfactory. Circle the AND or OR as appropriate. (see chapter 4, section A, part 2 for correct abbreviations.) This item may *not* be left blank. Requestor may stipulate recency of experience by indicating the latest year that an employee must have performed the occupational specialty; if stipulated, the “recency year” will become a mandatory requirement.
3. Item d.—Requestor may list Occupational Specialties that are **significant** to the position to be filled but not mandatory. Requesters may list as many Supporting Specialties as desired (see chapter 4, section A, part 2 for correct abbreviations.) This item may be left blank. Requestor may stipulate recency of experience by indicating the latest year that an employee must have performed the occupational specialty; if stipulated, the “recency year” will become a mandatory requirement.
4. Item e.—If desired, in addition to total required length of experience in Mandatory specialties, you have the option of including additional years in Supporting specialties. If no stipulation is made in either block, the DoDICDP Office will presume 3 years of experience as a minimum criterion for screening for positions at grades GS-11 and above. If an entry is made here, it will become a minimum mandatory requirement for screening. Requirements must be in terms of whole years. THIS ITEM MAY BE LEFT BLANK.
5. Item f.—For those positions that require a minimum education level and/or specific academic study field. If entry is made here, it will become a minimum mandatory requirement for screening. (see chapter 4, section A, parts 5 & 6 for correct abbreviations.) This item may be left blank.
6. Item g.—List only mandatory courses or approved equivalents as provided in chapter 6 of this manual. Requesters may leave this item blank.



7. Item h.—For those positions that require foreign language capability, requesters may enter language and proficiency level. If entry is made here, it will become a minimum mandatory requirement for screening. (see chapter 4, section A, part 4 for correct abbreviations.) This item maybe left blank.
- C. Paragraph 3: Components may request the DoD ICDP Office ranking of assessed candidates here. (see paragraph III of this chapter for explanation of Options.)
- D. Paragraph 4: Indicate official or office that is responsible for selection action. Statements of availability of candidates will be mailed directly to this address. This address and phone will also serve as contact for the DoD ICDP Office for any questions concerning the referral action.
- E. Enclosure 1: Attach an *unclassified* description of the vacant position.
- F. Enclosure 2: Attach an Interest and Availability Referral letter (Figure 5-3) with completed position description summary and related questions prepared by Management with the assistance of the Civilian Personnel Office (CPO).

**Figure 5-2**

DATE: \_\_\_\_\_

Dear

This is in response to your expressed interest as a result of your nomination through the Defense Intelligence Special Career Automated System (DISCAS) for the position of

(TITLE: \_\_\_\_\_

SERIES/GRADE: \_\_\_\_\_

COMMAND/LOCATION: \_\_\_\_\_

Your qualifications, along with those of other well qualified candidates for this position, have been considered. While your background was of initial interest, we regret to inform you that you were not selected for this position.

We appreciate the interest you have shown and wish you every success in your future career endeavors.

Sincerely,

Figure 5-3



DEFENSE INTELLIGENCE AGENCY  
Washington, D.C. 20340-5200

DISCAS REFERRAL NUMBER:	DATE MAILED:	SUSPENSE DATE:
You have been nominated on a DoD-wide intelligence Career Development Program (ICDP) list as a candidate for the position identified below. In accordance with Defense Intelligence Special Career Automated System (DISCAS) procedures, please indicate your interest and availability for this position by CHECKING THE APPROPRIATE YES OR NO RESPONSE BELOW, fold the letter to show only the address, and return within 3 days.		

POSITION IDENTIFICATION:  
Location:  
Duties:

\*In the event your response will not reach the Civilian Personnel Office listed on the reverse by the above suspense date, you may want to indicate your interest in the position:  
NAME: TELEPHONE:

POSITION RELATED EXPERIENCE/KNOWLEDGE	Extensive	Moderate	Limited	None

☐ YES, CONSIDER ME FOR THIS POSITION. If you are interested, please indicate the extent of your skills and knowledge in the position related areas above by checking the boxes to the right as appropriate. You are encouraged to submit a brief, unclassified supplementary narrative detailing your experience and education which has provided you with the skills/knowledges addressed. This notice and supplementary submissions must be received by the addressee by the above suspense date.

☐ NO, I DO NOT wish to be reconsidered for this position.

SIGNATURE	DATE	COMMERCIAL PHONE (INCL AREA CODE)
		AUTO/VON

**Figure 5-4**

TO: DEFENSE INTELLIGENCE AGENCY  
ATTN: OT-1  
WASHINGTON, D.C 20301-5200

SUBJECT: DISCAS Referral List Number \_\_\_\_\_

Subject referral list enclosed has resulted in the following action:

- [ 1 Selection for reassignment from the list. A copy of the SF-50 effecting the action is attached. \*
- [ ] Selection for promotion from the list. A copy of the SF-50 effecting the action is attached. \*
- [ 1 A candidate not on the referral listing was selected. A copy of the selecting official's written explanation for non-selection from the DISCAS referral listing, and a copy of the SF-50 placing the candidate in the position, is attached. \*
- [ 1 The referral action is canceled and returned.\* The reason for this cancellation is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of Personnel Specialist)

\_\_\_\_\_  
(Typed Name of Personnel Specialist)

\_\_\_\_\_  
(Telephone Number of Personnel Specialist)

\*If SF-50 is sent under separate cover, provide the name of the selectee, the nature of the action (promotion, reassignment, appointment) and the effective date of the action.

SELECTEE:  
NATURE OF ACTION:  
EFFECTIVE DATE:

•

- 3 Enclosures
1. DIA Form 316
  2. Letter of Interest & Availability
  3. Exception Explanation (if applicable)

**Figure 5-5**

TO: Defense Intelligence Agency  
 ATTN: OT-1  
 Washington, DC 20340-5200

SUBJECT: Candidate Selection - Exception to Selection from DISCAS Referral

1. The following candidate was selected as an exception to DISCAS referral procedures:

a. DISCAS Referral List No. \_\_\_\_\_

b. Selectee's Name: \_\_\_\_\_

c. Selectee's Previous Organization, Position Title, Series and Grade: \_\_\_\_\_

2. Criteria Used to Identify Best Qualified Candidates (if additional space is needed, continue on separate page):

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

3. **Qualifications** of selected candidate which clearly exceed those of candidates on the DISCAS Referral List (if additional space is needed, continue on separate page):

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

4. Effective date of Notification of Personnel Action (to be completed by servicing CPO):

\_\_\_\_\_

\_\_\_\_\_  
 (Signature of Selecting Official)

\_\_\_\_\_  
 (Typed Name "of Selecting Official/Telephone Number)

**Figure 5-6**

TO: Defense Intelligence Agency  
A'IT'N: OT-1  
Washington, DC 20340-5200

SUBJECT: Identification of Intelligence Related Cryptologic Position(s)

The position(s) identified by the attached SF-50(S) is (are) identified as Intelligence Related **Cryptologic** in accordance with DoD 1430.1O-M-3, Chapter 1, paragraph V.C. Personnel occupying this (these) position(s) should be appropriately registered in the Intelligence Career Development Program (ICDP).

---

(Signature of CPO Representative)

---

(Typed Name" and Telephone Number)